

REVISED



**STATE OF CALIFORNIA
CALIFORNIA TRADE AND COMMERCE AGENCY**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

CLASSIFICATION: Associate Governmental Program Analyst (P/FT) **DATE:** August 4, 2000
Salary Range: \$3,764 - \$4,576
(May be downgraded to SSA for recruitment purposes)

LOCATION: California Infrastructure and Economic Development Bank

FILING DEADLINE: August 25, 2000 or until filled

JOB DUTIES: Under the programmatic direction of the Manager of Conduit Financing and the general supervision of the Assistant Executive Director of the California Infrastructure and Economic Development Bank (CIEDB), the incumbent shall have the following responsibilities:

- Analyze applications for industrial development bond financing, 501(c)(3) bond financing, and exempt facility bond financing to determine program eligibility.
- Prepare detailed written staff reports making recommendations to approve or decline applications.
- Work closely with applicants, outside consultants, and other State agencies to ensure the timely approval of private activity bond allocation for industrial development bond projects.
- Assist other staff and outside parties to successfully complete the sales of bonds in compliance with Federal and State securities laws and regulations.
- Prepare agendas, presentations, and arrange meetings for the CIEDB.
- Serve as a public finance professional for the CIEDB. Respond to requests from applicants for technical assistance on applying for tax-exempt bond financing.
- Perform other duties as required.

DESIRABLE QUALIFICATIONS:

- Excellent writing skills;
- Ability to analyze financial, economic, and other data related to conduit revenue bond financing requests;
- Ability to establish effective priorities among competing requirements;
- Experience with spreadsheet and database applications such as Excel and Access; and
- Be detail oriented and thorough in carrying out assigned responsibilities.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Jeff Emanuels

Phone: (916) 322-1398

PLEASE SUBMIT YOUR APPLICATION TO:
 California Trade and Commerce Agency
 California Infrastructure and Economic Development Bank
 801 K Street, Suite 1700
 Sacramento, CA 95814
 Attention: Jeff Emanuels
RPA #00-188